

## Digital Evidence Post-Hearing Task List

The following actions should be completed after a hearing was held and the exhibits are in the digital evidence portal.

### 1. Update the Bundle to Include the Hearing Date

- a. Select **Bundles tab** > Select the **Update button** Associated to the specific Bundle



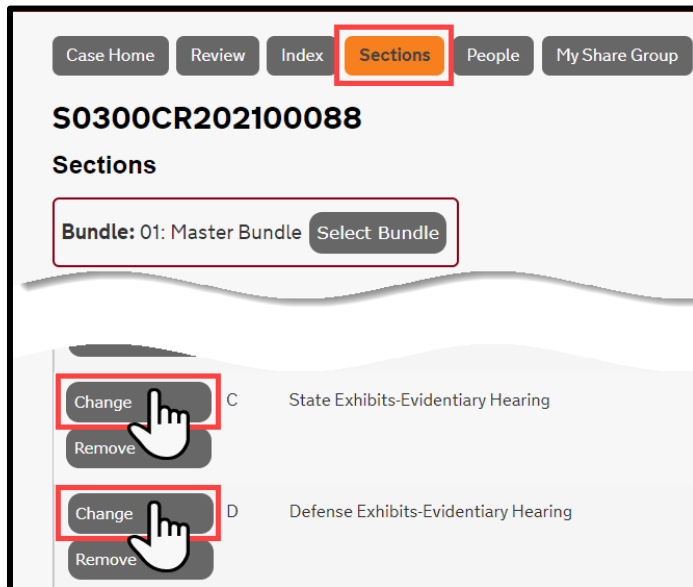
- i. **Add the Hearing Date** to the Name > Select **Save**

The screenshot shows the 'Edit Bundle Details' form for bundle 'S0300CR202100088'. There is a 'Bundles List' button at the top. The 'Bundle Details' section contains two input fields: 'Index\*' with the value '02' and 'Name\*' with the value 'Evidentiary Hearing 8/6/2021'. The date '8/6/2021' is highlighted in blue. Below the 'Name\*' field, the 'Save' button is highlighted with a red box and a hand cursor.

## 2. Update the Sections to Include the Hearing Date

- a. Select **Sections tab** > Select the **Change button** Associated to Each Section within the Bundle

**Note:** the Change button is only visible when the Master Bundle has been selected

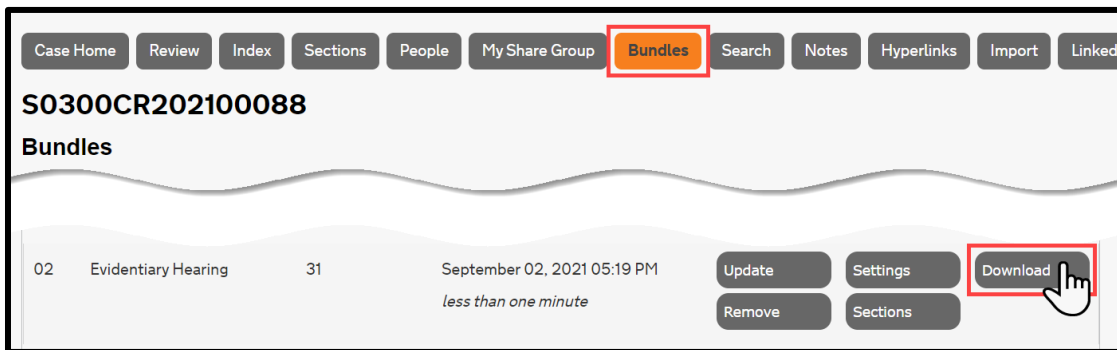


- i. **Add the Hearing Date** to the Section Title > Select **Save**

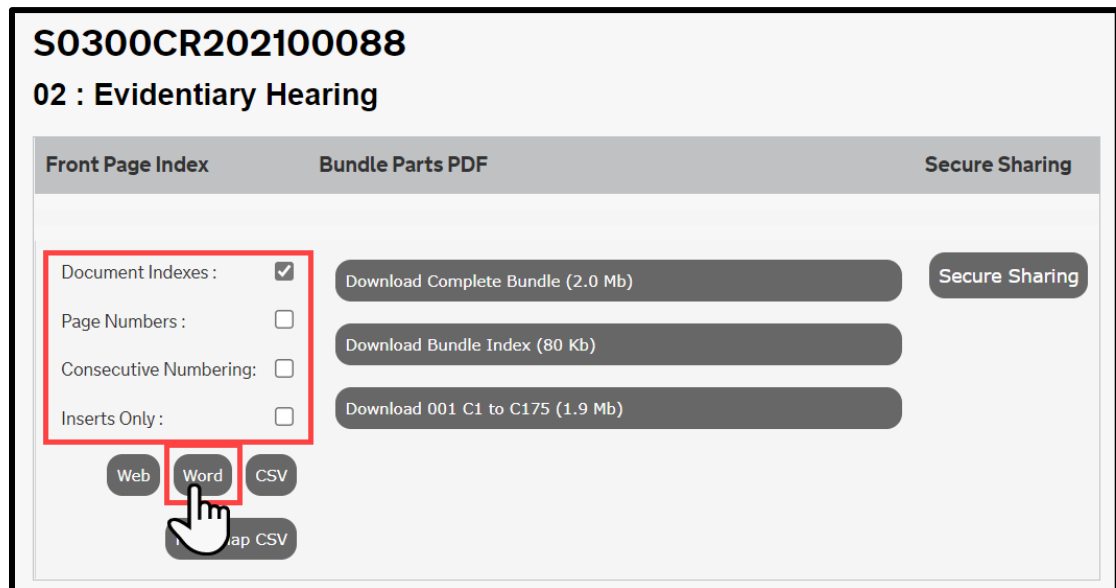
- ii. **Repeat this step** until all sections within the bundle have been updated

### 3. Download Exhibit List

- a. Select **Bundles tab** > Select the **Download button** Associated to the specific Bundle



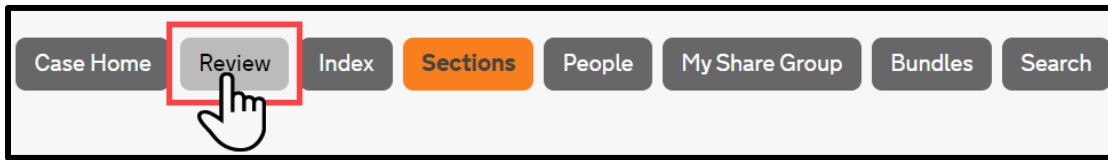
- i. Select the **Word button** to Download the Exhibit List



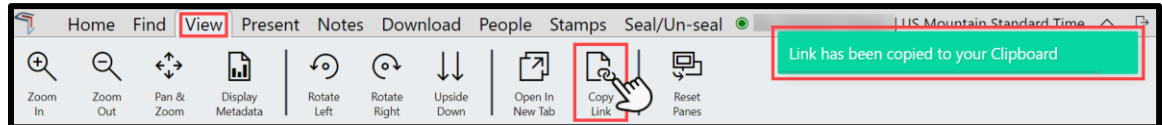
- A. It is currently recommended to download the word version
- B. **Document indexes:** Exhibit Numbers (Bundle/Section Letters/Numbers) – *it is recommended to **keep the check mark** in this box*
- C. **Page Numbers:** *it is recommended to **remove the check mark** from this box*
- D. **Consecutive Numbering:** *it is recommended to **remove the check mark** from this box*

#### 4. Copy the Link from Review Evidence mode

- a. Select the **Review tab** > a new window/tab will open



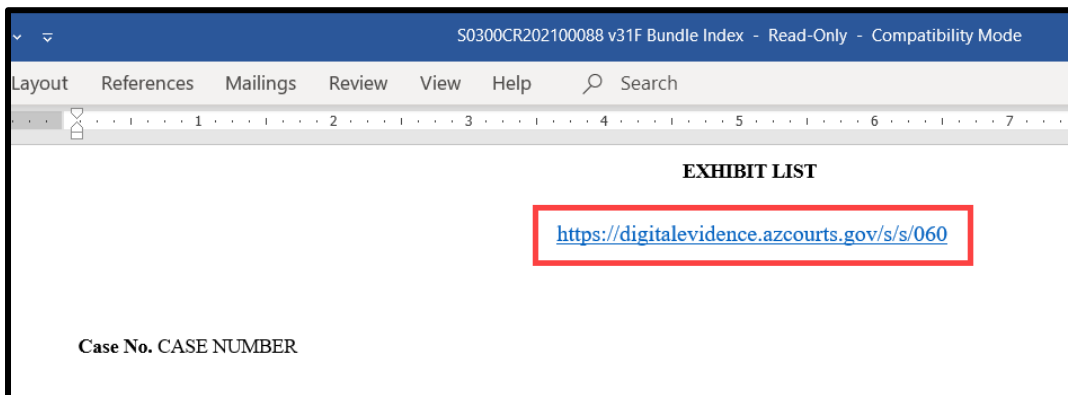
- i. Select the **View tab** > Select **Copy Link** > Link will be Saved to Clipboard



- ii. The link will be pasted into the Exhibit List Coversheet, in next step (step 5)

#### 5. Update the Exhibit List

- a. **Paste the link** (saved to the clipboard in step 4) into the Exhibit List Coversheet



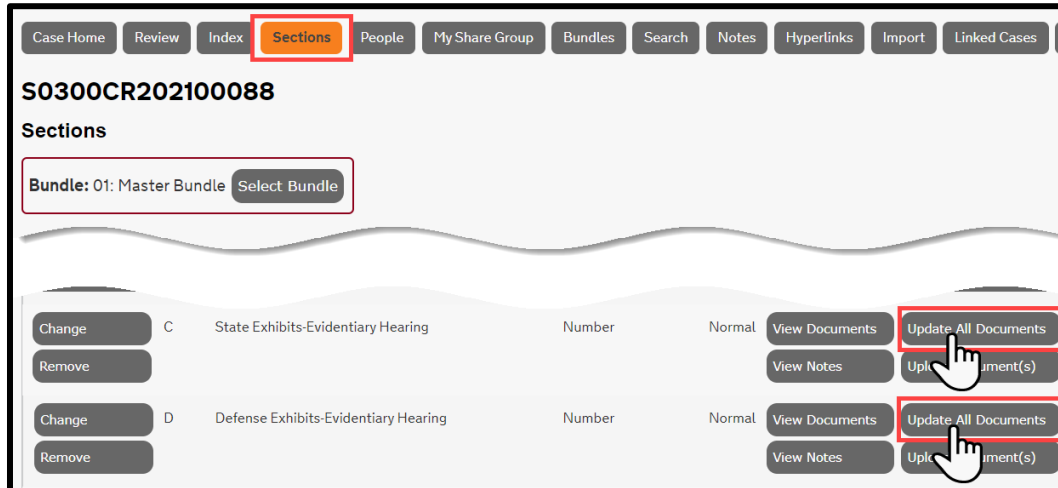
- b. **The Exhibit List Tables may be modified**, to remove or add information in accordance with local policy (e.g., add a column to document the return/removal of exhibits)

**Note:** The date column reflects the date that the exhibit was uploaded into the portal

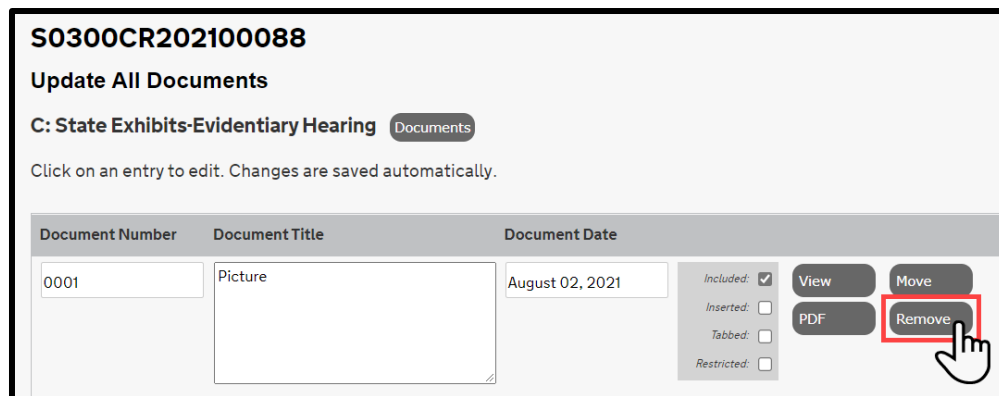
#### 6. Upload the Exhibit List into the CMS

## 7. Remove the Exhibits that were not Stamped (*in accordance with local policy*)

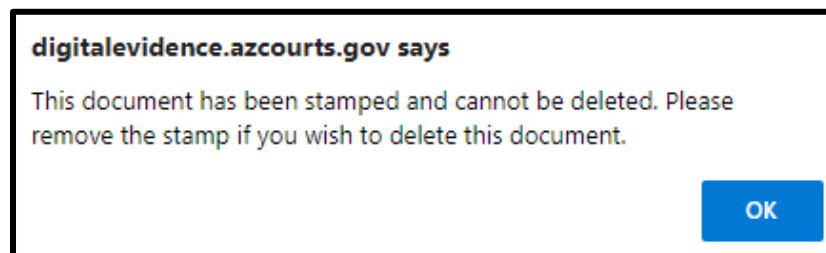
- a. Select **Sections tab** > Select **Master Bundle** > Select the **Update All Documents** buttons  
**Note:** *It is necessary to work from the Mater Bundle since the ability to add/remove documents permission was removed from the specific bundle prior to the hearing*



- i. Select **Remove** for Each Exhibit that should NOT remain in the portal (*e.g., not stamped*)  
**Note:** *Refer to the downloaded exhibit list*



- A. The Digital Evidence portal **will NOT allow stamped documents to be removed**, and a pop-up message will appear



- ii. **Repeat this step** until all unstamped exhibits have been removed

8. Prepare the Case in the Digital Evidence portal for the Next Hearing *(If Applicable)*

a. Add the Next Hearing

- i. Select **Case Home tab** > Select **Add Hearing**

**Case Home** Review Index Sections People My Share Group Bundles Search Notes

**S0300CR202100088**

Change Case Details

**Case Details**

Disposition

Bundle Freeze Date August 05, 2026 04:48 PM Change Freeze Date

Hearings 06 August 2021 04:00 PM (US Mountain Standard Time) Evidentiary Hearing Remove Edit

Parties Add Party

Add Hearing

A. Add specific hearing information

**Add Hearing**

Hearing Date: Please select

Hearing Time: Hour: AM/PM: Minutes:

Time Zone: (UTC-07:00) Arizona: US Mountain Standard Time

Note: Enter Hearing Type

Video Conference Link: Please enter the full URL of the conference

Back to Front Page

**b. Update the Exhibit List Coversheet**

- i. Select **Case Home tab** > Select **Change Case Details** > **Update the Hearing type** and modify any other information on the Front Page, as needed > Select **Save**

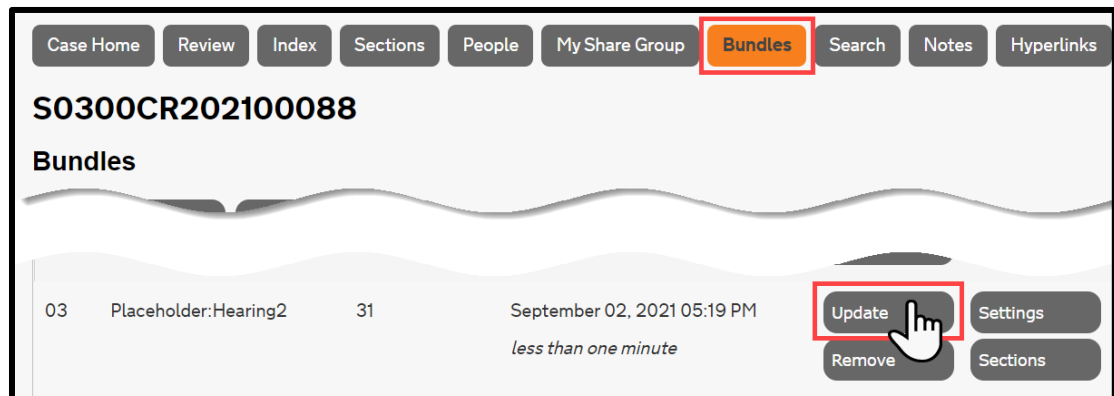
**Note:** Changes are NOT automatically saved

The screenshot shows the 'Case Home' tab selected in the top navigation bar. Below the navigation bar, the case number 'S0300CR202100088' is displayed. A red box highlights the 'Change Case Details' button, with a hand cursor pointing to it. Below this, the 'Case Details' section is visible, containing the 'Front Page' and 'EXHIBIT LIST' tabs. The 'EXHIBIT LIST' tab is active, showing a form with the following fields: 'Case No. CASE NUMBER', 'STATE OF ARIZONA', 'vs.', 'DEFENDANT NAME', 'Defendant', 'Attorney for State: ATTORNEY NAME', 'Attorney for Defendant: ATTORNEY NAME', 'Hearing Type : HEARING TYPE' (highlighted with a red box), and 'Honorable: JUDGE NAME'. A note at the bottom states: 'Exhibits that are not Admitted or Offered will be removed from the portal.'

The screenshot shows the 'EXHIBIT LIST' tab active. The 'Front Page' tab is also visible. The 'EXHIBIT LIST' section contains the 'Case No. CASE NUMBER' field. Below the form, a red box highlights the 'Save' button, with a hand cursor pointing to it. A 'Back to Case Details' button is located at the bottom left of the form.

c. Update the next placeholder Bundle Name

- i. Select **Bundles tab** > Select the **Update button** Associated to the next placeholder Bundle



- A. Update Bundle Name with the **hearing type** > Select **Save**

d. Update the appropriate placeholder Section Titles

- i. Select **Sections tab** > Select the **Change button** Associated to Each Section within the Bundle  
**Note:** the Change button is only visible when the Master Bundle has been selected





- A. Update Section Title with the **hearing type** > Select **Save**

**S0300CR202100088**

**Change Section Details**

[Back to List of Sections](#)

**Section Details**

Section Number/Letter: E

Section Title: State Exhibits- NEW HEARING TYPE

Section Order:

Order Documents By: Number ?

Level: Normal ?

**Save**

- ii. **Repeat this step** until all sections within the bundle have been updated
- e. **Provide Access to the New Bundle and Remove Access to the Prior Bundle**
- i. Select **People tab**
- ii. For each person invited into the case, **in the Bundle Access column, select the box associated to the new bundle**, to provide each person with access to the new hearing bundle
- Note:** Auto invited participants will have automatic access to all hearing bundles
- iii. In accordance with local policy, for each person invited into the case, **in the Bundle Access column, select the box associated to the prior hearing bundle**, to remove each person's access to the prior hearing bundle
- Note:** Access for Court/Clerk Users should **NOT** be removed

**S0300CR202100088**

**People Index**

[Invite New Participant](#) [Invite A List](#)

	Title (Mr, Mrs, ..)	First Name	Last Name	Role	Bundle Access
<a href="#">Update Case Access</a>	Ms.	Mohave(Test)	Attorney	Attorney	01 Master Bundle <input type="checkbox"/>
<a href="#">Remove Case Access</a>					02 Evidentiary Hearing <input type="checkbox"/>
					03 NEW HEARING TYPE <input checked="" type="checkbox"/>
					04 Placeholder:Hearing3 <input type="checkbox"/>

- iv. **Repeat this step** until access is appropriately provided/removed for each person invited into the case

9. Remove Case Access (*in accordance with local policy*)

- a. Select **People tab** > Select **Remove Case Access**

**Note:** only use this option for people that should no longer have access to the case



- i. **Repeat this step** until all appropriate people have had their access removed

## Post-Hearing Quick Checklist

- ☐ **1. Add Hearing Date to Bundle**
- ☐ **2. Add Hearing Date to Sections**
- ☐ **3. Download Exhibit List**
  - ☐ **a.** Copy Link from Digital Evidence portal
  - ☐ **b.** Update Exhibit List
  - ☐ **c.** Upload Exhibit List into CMS
- ☐ **4. Remove Exhibits that were NOT Stamped** (*follow local policy*)
- ☐ **5. Add new hearing (if applicable)**
  - ☐ **a.** Update Front Page
  - ☐ **b.** Update next placeholder Bundle name
  - ☐ **c.** Update appropriate Sections name
  - ☐ **d.** Provide access to new hearing bundle
- ☐ **6. Remove case access** (*follow local policy*)